



## Building Construction Services

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*"To exceed expectations in the delivery of public services."*

[www.charlottecountyfl.com](http://www.charlottecountyfl.com)

### CHANGE OF CONTRACTOR CHECK LIST

#### Required documents and fee:

1. A copy of a certified letter sent to the current contractor advising them of the customers' intentions of canceling their contract. This letter must be from the customer/owner or their legal representative and must be sent to the address on the contract **AND** the last know address that is found in the Contractor Licensing File at the **Building Construction Services Department..**
2. The certified mail returned receipt showing that the letter was sent to **BOTH** the address on the contract **AND** the last know address that is found in the Contractor Licensing File at the **Building Construction Services Department** for the contractor.  
**\*\*Homes that are under foreclosure\*\*** No certified letter sent to contractor will be required if owner has a copy of recorded deed in effect
3. A completed, building application form for the new contractor/owner.
4. Owner Builder Affidavit – if applicable.
5. New NOC listing the new contractor – if applicable.
6. New subcontractor worksheet.
7. Payment of \$61.00